

Wisconsin Department of Safety and Professional Services

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APPLICATION INFORMATION FORM

ATTENTION

IMPORTANT INFORMATION PLEASE READ

To avoid any unnecessary errors, take a moment to review the entire application packet before you begin to complete your application.

We will mail or email (if email address provided) a check sheet after the first review of your application in this office. Please note, this may take up to 15 business days (or longer during peak times) following receipt. The check sheet will include an identification number that allows you to check the status of your application online at www.dsps.wi.gov under "Application Status". **Please allow at least 15 working days for status information to be reflected.**

The Department posts status information following receipt and review of the application materials. We receive an average of 13,280 applications and renewals per month. Depending on the volume received, it may take up to 20 days to process, renew and post the information received.

It is your obligation as an applicant to see that the items listed as "Is Required" are forwarded to the Department of Safety and Professional Services. The Department will not contact other agencies or jurisdictions for information/documents to complete your application. An application is not considered complete until we receive all the required documents and fees.

Once your application is complete, check the department's web-site: www.dsps.wi.gov. Look under "License Lookup" for your official credential number and grant date.